

## # 15: IFSP Frequently Asked Questions (FAQ's) - December 2014

1. What sections of IFSP can be completed prior to the IFSP meeting?
  - a. Sections 1-5 (all sections of the evaluation and assessment) and Section VII (meeting dates)
  
2. Do private therapies go on the IFSP?
  - a. If the therapist has agreed to be a part of the IFSP team and the team has determined this provider is willing and able to address that outcome, then the provider is listed as an EI service on the outcome page. If the provider has not agreed to work on and through the IFSP outcomes, the provider is listed on the outcome page in the section "services which are being received through other sources, but are not required." Please see the TRS guidance and the IFSP guidance document for more details.
  
3. What if a parent wants only private therapies and not services from DD can they be in HMG, and do those services go on an IFSP?
  - a. It is the responsibility of the IFSP team to develop outcomes based on the assessment information, and to then determine what EI services are needed to meet that outcomes. EI services are those provided through the IFSP process. (Please see the TRS guidance document) The family may accept or decline any services.
  
4. If a child has a qualifying diagnosed physical or mental condition (per 3701-8-07, attachment 7A), does the summary section on Attachment A need to be completed?
  - a. No, the summary is completed when eligibility is based on a delay (this would include ICO). Diagnosed conditions are listed on page 2 of the IFSP.
  
5. Do services that go in the section "services needed but not yet coordinated" have to start within 30 days?
  - a. Not, not until the service is coordinated. Until then, the Service Coordinator is responsible for documenting their activities completed to coordinate any needed early intervention service.
  - b. Once that service is coordinated there must be an IFSP review to add it to the grid.
  
6. How often does the COS section (Section V summary) have to be completed?
  - a. The COS section of the IFSP must be completed initially within the first 45 days, annually during the redetermination process. The child outcome summary also needs to be reviewed at the child's exit. The exit COS can be entered into Early Track without completing section V on the IFSP. There is not a need for a copy of the exit COS to be placed in the child's HMG record.
  
7. When do children that had IFSP's in place before 01/15/15 have to be transitioned to the new IFSP form?
  - a. All children with IFSP's on the old form must be transitioned to the new IFSP prior by **01/15/16**. However, Early Track mirrors the new IFSP and the information must be captured in ET. It may be beneficial for children to be transitioned to the new forms sooner rather than later to ensure all required IFSP information is captured accurately.
  
8. Can the SC be listed in the "step or activities that will be taken to accomplish this outcome/to meet a family outcome?"
  - a. Yes, all steps and activities should be listed in this section.

9. What school district of residence do you list for a child who is homeless?
- School of origin, if the parent wishes and if it is feasible, or the school in a area of current residency.
10. If a secondary provider listed visit method as *joint* on the IFSP, but for some reason the primary was unable to attend a visit, what should happen?
- The joint visitor is on the IFSP as a support to the primary provider. These visits should be scheduled together. It would be rare but when it is not possible for the secondary provider to visit with the PSP (PSP gets ill) then the provider should conduct the visit as scheduled with the family only if timely receipt of services will be impacted; the secondary provider and primary provider should discuss the outcome of the visit as soon as possible.
11. Is it okay to have an IFSP document half typed/half written?
- Yes
12. Can teams go back and type the IFSP document after it is developed in the home with the family and signatures are obtained?
- The document should not be altered after the parent has signed it; given their signature is consent to the services listed in the document.
13. When there are changes to section II will this trigger Prior Written Notice?
- Yes
14. Can another discipline recommend another discipline as a service provider (i.e. can an OT recommend PT services)?
- No, a recommendation can be made for additional assessment (please see TRS guidance)
15. Are electronic signatures accepted for the IFSP?
- Yes, if your agency has a way to accept electronic signatures this is acceptable as long as you can print the signature when requested.
16. How is the PSP service type coded? For example, if a speech therapist is working on a non-communication goal are they then providing family training or speech therapy?
- Each interventionist should list the service that they are providing (per federal rule) and licensed to provide.
17. What key words need to be included in section V for COS in order for E-Track to be able to assign numeric rating?
- Please refer to the decision tree for selection of descriptor statements and definitions provided in the IFSP Guidance Document.
18. When doing a periodic review what sections have to be reviewed?
- Whatever sections need updates; but at a minimum Sections VI, VII, X, and IX if appropriate.
19. Is PWN required when team members change on section VIII?
- No, only required when they change on the service grid.

20. Section VI, justification: how/why is it the SC and family's responsibility to move the service into a natural environment?

a. Because IFSP development and review, as well as coordination, facilitation, and monitoring of services are part of the federally mandated job of a Service Coordinator (see the Code of Federal Regulations 303.34 and the Ohio Administrative Code, Chapter 3701-8). Also because the State of Ohio has articulated its intent that all Early Intervention services (as appropriate for the child) will be delivered in natural environments (as the federal regulations require, see CFR 300.126), as technical assistance, training and rules are aligned to support providers and Service Coordinators into this expectation (see Ohio Position Statement and TRS Guidance, both available at [www.helpmegrow.ohio.gov](http://www.helpmegrow.ohio.gov)).

**Guidance added January 22, 2015**

21. The Primary Service Provider is going out on leave for an "extended time" what should the team do?

a. If the assigned PSP is scheduled to go out on leave for an extended time there are several options:

- Identify if the current PSP (who is going out on leave) can provide the EI service as written on the IFSP.
- If the PSP cannot implement the IFSP as written then PWN needs to be sent to the parent and copy to the SC informing them that there is a proposed change to the current IFSP; this triggers a periodic review
- SC coordinates and facilitates an IFSP review, which includes reviewing existing IFSP outcomes and determining what services are needed to address each outcome.
- The team would identify another PSP to support the outcomes/family.
- We could provide link to how to choose most likely PSP worksheet:  
[http://fi.pp.org/static/media/uploads/casetools/casetool\\_vol6\\_no3.pdf](http://fi.pp.org/static/media/uploads/casetools/casetool_vol6_no3.pdf)

22. Can service coordination ever be listed as a service on Section VI of the IFSP?

a. No, Service coordination can only be listed as a service on Section IX of the IFSP – The Transition Section. The service coordinator must make sure to list the frequency, intensity, and duration time they will be spending helping the family meet the transition outcome. The service coordinator should also ensure they have documentation to support the time spent addressing the outcome.

23. Additional information on the summary in section V

a. We did want to clarify one question asked about the summary on section V. This is where you will collect the information needed for the child outcome summary to be entered into EarlyTrack. This section must be completed when a child enters the program and each time the need for service is re-determined. Responses to the child outcome summary questions are not required at periodic IFSP reviews. When answering these questions in EarlyTrack for a periodic review, please use the following response in the dropdown: "Not applicable: IFSP is not an initial or annual IFSP."

The child outcome summary information also needs to be entered into EarlyTrack when the child exits the program. However, I do want to point out that section V does not need to be completed at this time.